



# OLIVE VIEW-UCLA MEDICAL CENTER

## DEPARTMENT OF QUALITY SERVICES

### ASSISTANT NURSING DIRECTOR, ADMINISTRATION

#### Definition of Position:

This position is accountable and responsible for the ongoing performance improvement and patient satisfaction activities at Olive View-UCLA Medical Center. Leads and directs process improvement activities that provide more efficient and streamlined workflow in a hospital environment. Presents results of improvement efforts and ongoing performance measures of clinical processes within the hospital to senior management. Develops strategic plans for the health care improvement function within the facility in collaboration with the administrative and clinical leaders of the hospital.

#### Job Relationship:

Reports to the Director of Quality

#### Job Knowledge:

Must possess in-depth knowledge of the functions of all components of the Performance Improvement Program, Patient Safety, and the Medical Staff, as well as requirements of Joint Commission, Title 22, monitoring and evaluation methodology, and statistical data management. Sufficient previous experience in clinical health care including direct experience in Quality & Performance Improvement.

#### Qualifications:

- Current State of California RN liscence, BLS
- Must be current and reachable on the Assistant Nursing Director, Administration certification list or currently hold the title
- Bachelor's Degree in Nursing – Master's degree preferred
- Excellent communication skills abd attention to detail
- Proficient level of computer skills

Interested candidates, please submit a cover letter, resume, 2 years performance evaluations, and at least 1 year of time records to:

Susanna Mortimer, RN ([smortimer@dhs.lacounty.gov](mailto:smortimer@dhs.lacounty.gov))  
Nurse Recruitment and Retension Center – Room 2C 206  
14445 Olive View Drive, Sylmar CA 91342  
Phone: (818) 364 3317  
Fax: (818) 364-2236

WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET

*EOE/Posted 04/20/2015*

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION

